

**MONTANA CHEMICAL DEPENDENCY CENTER
POLICY AND PROCEDURE MANUAL**

Policy Subject: Employee Performance Evaluations	
Policy Number: PRP 17	Standards/Statutes: ARM 37.27.121 (4)
Effective Date: 01/01/02	Page 1 of 2

PURPOSE: To provide a communication tool between the employee and supervisor through the following:

1. To ensure that employees and supervisor clearly understand the job duties and responsibilities of the position and the levels of expected performance.
2. To gather information to improve performance through identification of employee strengths, weaknesses and training needs.
3. To recognize and encourage good job performance.
4. To provide a means of communication and feedback on all aspects of the employee's job.

POLICY: Performance evaluations should be conducted by the employee's immediate supervisor before the end of the probationary period and at least every 12-months thereafter. The performance evaluation process has been divided into two parts -- one for the supervisor and one for the employee. The self-evaluation form is optional. The purpose of the self-evaluation is to encourage employee involvement by identifying goals within their position and duties to help the agency achieve its overall objectives. When the employee is given the self-evaluation form to complete, the supervisor should also schedule a performance meeting in two weeks.

PROCEDURE:

- I. A schedule has been designated for each supervisor that reflects when an employee's evaluation is due in a given month.
- II. Personnel Support Staff will notify supervisors of the evaluations that are due at the beginning of the month.
- III. At the beginning of each appraisal period, the evaluator will inform the employee of the duties and responsibilities for which performance will be appraised and the performance levels for each.
- IV. Identify duties and responsibilities and developing performance goals and expected results

may be done jointly between the employee and the employee's immediate supervisor.

V. A rating of unacceptable must be accompanied by written comments from the evaluator.

VI. The evaluator is strongly encouraged to comment on all levels of ratings.

VII. The supervisor is encouraged to communicate informally with the employee on an ongoing basis, to give the employee periodic updates about their performance, before the formal written appraisal is completed.

VIII. If an item on this performance evaluation does not apply to an employee, indicate this with NA for not applicable.

IX. After the review, make two copies of the performance evaluation: one for your records and the other is given to the employee. Return the original forms to the Human Service Office. If you have questions, please call the Human Resources Office at 406-444-3136.

Revisions: _____

Prepared By: Kathy Cashell, Performance Improvement Manager 09/27/01
Name Title Date

Approved By: _____ 10/01/01
David J. Peshek, Administrator